

## CUSTODIAN II

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, the Custodian II is a journey level classification and performs a variety of duties and responsibilities related to maintaining assigned rooms, buildings, furniture, equipment, and office spaces in a clean, sanitary, safe, and orderly fashion; coordinates and supports District facility use events and activities and District moves. Provides waste disposal. Provides direction to Custodian I's as needed and may operate autonomously in a remote location of the College.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Performs the duties and responsibilities of a Custodian I. \*
2. Cleans and maintains assigned work areas. \*
3. Plans, delivers, installs, assembles, disassembles, and reconfigures furniture and other office equipment; collects and stores equipment, materials, and other supplies, on and off-campus as required. \*
4. Operates and utilizes a variety of equipment such as dollies, trucks, forklifts, backhoes, and other equipment as necessary. \*
5. Installs, refills, and maintains restroom supplies, services and repairs dispensers for soap, towels, and other sanitary supply items. \*
6. Responds accordingly to custodial emergency calls and makes required repairs or notifies supervisor or lead of actions required. \*
7. Picks up and dumps garbage, trash, and recyclables; compacts all debris and boxes. \*
8. Collects, washes, folds, and delivers clean towels and other cleaning supplies and equipment as needed. \*
9. Operates, services, and makes minor repairs on various custodial machines and equipment to include, wet and dry vacuums, carpet extractors, auto scrubbers and floor burnisher and may install switches, brushes, and electrical cords. \*
10. Maintains custodial inventory and orders supplies for custodial department as needed. Maintains inventory and supply storerooms. \*
11. Coordinates, prepares, and moves District furniture and equipment; inspects new furniture installation for accuracy and reports any discrepancies and defects. \*
12. Operates a variety of office equipment to include multi-line phones and computers; performs data entry, gathers, and compiles information for inventory and asset management reports, accesses email and responds to custodial inquiries, etc.; Utilizes Computer Maintenance Management Systems to create, complete and close workorders.\*
13. Coordinates, set-ups, tear-downs and cleans rooms, buildings and outdoor areas for meetings, activities and other internal and external facilities use events. \*

14. Performs additional custodial functions to include performing a variety of minor maintenance and grounds adjustments and repairs as necessary; may change District clock batteries, light fixtures, irrigations, etc. \*
15. Assists with the organization, control, scheduling and disposal of District archive materials and excess surplus property. \*
16. Implements safety precautions associated with the use of toxic materials, including chemical spill response kits. Handles and disposes of biological hazardous materials and assists and delivers red bags, chemical spill response kits, hazardous lamps, etc. \*
17. May assist the College Police Department with special event needs or emergency situations such as traffic control, securing and setting building alarms, un/locking doors, and emergency evacuations as needed. \*
18. Assists and coordinates work orders with the Facilities Planning and Management Department and other District personnel as needed. \*
19. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
20. Serves on a variety of District committees as requested. \*
21. May provide work direction to Custodian I team members, student workers, short-term, temporary employees.
22. Performs other duties that support the overall objective of the position.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION/EXPERIENCE:**

- High School Graduate or General Educational Development (GED); **AND**
- Two (2) years of general experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

##### **DESIRED QUALIFICATIONS:**

- Experience working within an education institution.
- Three (3) years of work experience directly related to the duties and responsibilities of this class.
- Experience operating a forklift, aerial lift, and backhoe.

##### **CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:**

- Required to hold and maintain a valid driver license throughout the duration of employment with the district.
- Possession of or the ability to obtain within the first 6-months of employment (during probationary period):
  - A valid Forklift Operators Certificate\*
- Travel is required.

\*District will provide training for certifications if required to perform the essential responsibilities of the position.

#### **KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**

##### **Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulation laws, and Board policies, and procedures governing the District.
- The methods of cleaning and preserving floors, walls, and fixtures.
- Work hazards and safe working techniques, including proper lifting procedures.
- Chemical reactions and proper safety precautions for use.
- Safe forklift, aerial lifts, and backhoe operation.
- Cleaning and hazardous materials, disinfectants and equipment used in custodial work.
- Common tools and their use.
- Safety practices in performing custodial work.
- Procedures and the use of custodial tools.
- Common power cleaning equipment.
- Techniques to perform heavy labor.
- The required rules, regulations, and procedures regarding campus security.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Work order systems.
- Radio systems.
- Modern office practices, procedures, and equipment including accessing email, computers, peripheral equipment, and a variety of software applications.
- Microsoft Office Suite (Word, Excel, Outlook).

**Ability to:**

- Perform the essential responsibilities of the position.
- Understand and apply District and department policies, procedures, rules, and regulations.
- Learn, interpret and successfully apply policies, procedures, rules and regulations of the District and department.
- Quickly learn the schedules, procedures, and use of custodial tools.
- Effectively assist with the training and guidance to others.
- Analyze situations accurately.
- Learn the schedules, procedures and use of custodial tools and equipment.
- Use common power cleaning equipment.
- Perform heavy labor.
- Operate a forklift, an aerial lift, and a backhoe.
- Read and write at the level necessary for successful job performance.
- Learn and implement the required rules, regulations, and procedures regarding campus security.

- Make basic mathematical calculations.
- Work within a team.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Coordinate staffing needs related to special projects as directed.
- Work with diverse populations.
- Maintain records accurately.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lifting heavy items (up to 60 pounds) with assistance and occasionally lift and carry (up to 100 pounds) with assistance. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.